POSITION DESCRIPTION

POSITION	POSITION NUMBER
Installation Officer	**1188e**
CLASSIFICATION	**ANZSCO CODE**
Band 5	
DEPARTMENT	**DIVISION**
Art Gallery of Ballarat	**Economy and Experience**
AGREEMENT	**LOCATION**
Ballarat City Council Enterprise Agreement no. 9 2023	**Art Gallery of Ballarat**

Employment Arrangements

This is a part-time position, three days per week. Working days are not fixed and will be scheduled in response to the Gallery's operational requirements. Applicants must be able to accommodate a variable working pattern.

Position Objectives

- Plan, coordinate and undertake exhibition installations, collection activities and associated Gallery operations, ensuring work is completed safely, efficiently and within agreed timelines and budgets.
- Lead and coordinate the casual art handling team, including rostering, allocation of duties and supervision of work to achieve operational requirements.
- Exercise initiative and sound judgement in organizing work, anticipating requirements, resolving problems and responding to changing priorities.

Key Responsibility Areas

- Plan, schedule and coordinate exhibition installations and collection activities, including the allocation of staff, equipment and resources.
- Undertake the safe handling, movement and installation of artworks, including associated display equipment, lighting and audiovisual systems.
- Supervise casual art handlers, including rostering, allocation of duties, timesheets, monitoring work performance and providing guidance and support.
- Work collaboratively with Gallery staff to establish priorities, coordinate activities and resolve operational challenges.
- Support the Collection Manager with packing, framing, preparation, movement, storage and other practical collection-related activities.
- Coordinate equipment, tools, materials and specialist supplies, including maintenance, procurement and recordkeeping.
- Maintain accurate work schedules, staffing records and operational documentation.
- Undertake practical Gallery operations and facilities-related duties, including minor maintenance, repairs, preparation of exhibition spaces, equipment management and non-art asset movements.
- Maintain presentation and security standards throughout Gallery spaces, including undertaking security patrols and the cleaning of artworks and objects on display or in storage, as appropriate.
- Apply occupational health and safety requirements and promote safe working practices among staff and contractors.

POSITION DESCRIPTION

REPORTS TO:	DIRECT REPORTS:
Registrar Exhibitions & Loans	Casual Art Handlers
ORGANISATIONAL RELATIONSHIPS	
Internal: • Assistant Director - Curatorial • Director Art Gallery of Ballarat • Collection Manager • Facility Officer • Members of Gallery staff • Staff in other Council Departments	External: • Contractors and suppliers

Accountability and Extent of Authority

- Accountable for the quality, efficiency, cost and timely completion of assigned work and the safety and security of artworks and equipment.
- Coordinate and supervise casual art handlers, ensuring safe working practices and compliance with relevant policies and procedures.
- Identify and communicate operational risks, staffing requirements, scheduling conflicts and other matters affecting the delivery of work.
- Work independently within established procedures, allocated budgets and delegated authority, seeking guidance where appropriate.

Judgement and Decision Making

- Exercise sound judgement in determining appropriate methods, equipment and resources for the safe handling and installation of artworks.
- Organise and prioritise work to meet competing operational requirements and agreed deadlines.
- Identify problems, assess options and implement practical solutions within established procedures and delegated authority.
- Recognise when matters require consultation or escalation.
- Identify and recommend improvements to work practices, systems and operational efficiency.

Specialist Skills and Knowledge

- Sound knowledge and practical experience in the safe handling, movement, packing and installation of artworks.
- Understanding of museum and gallery standards relating to collection care, storage, environmental conditions and workplace safety.
- Knowledge of installation methods, materials, equipment, lighting and audiovisual systems.
- Competence in relevant computer applications, including Microsoft Office and electronic recordkeeping systems.
- Understanding of budgetary requirements, procurement processes and efficient use of resources.

Management Skills

- Strong organisational and time management skills, including the ability to plan, coordinate and prioritise multiple activities within agreed deadlines.
- Ability to lead and coordinate the work of others, including allocating tasks, providing clear direction and monitoring progress.

- Ability to anticipate operational requirements, exercise initiative and work independently with minimal supervision.
- Ability to adapt schedules, staffing and resources in response to changing priorities.
- Ability to maintain accurate records, schedules and administrative documentation.
- Ability to coordinate work within allocated budgets and available resources.
- Ability to apply occupational health and safety requirements and promote safe working practices.

Interpersonal Skills

- Strong written and verbal communication skills, including the ability to provide clear instructions and communicate operational requirements.
- Ability to establish and maintain positive, respectful and productive working relationships with colleagues and other stakeholders.
- Ability to work collaboratively, encourage cooperation and contribute to a positive team environment.
- Ability to address workplace challenges and disagreements constructively, exercising diplomacy and sound judgement.
- Willingness to provide and receive constructive feedback.
- Ability to work independently while maintaining effective communication with colleagues and supervisors.

Qualifications and Experience

- Relevant technical skills and practical experience in the safe handling and installation of artworks within a gallery, museum or similar environment.
- Demonstrated experience coordinating projects, people or operational activities to achieve agreed outcomes.
- Experience leading or supervising staff or demonstrated capacity to undertake these responsibilities effectively.
- Experience planning and organising work, including coordinating resources, budgets and deadlines.
- Minimum VCE or equivalent and/or relevant industry experience.
- Ability to meet the physical requirements of the role while observing occupational health and safety procedures.
- Experience or willingness to undertake training in first aid, specialised art handling and associated equipment use and working at heights and the safe operation of relevant equipment, including ladders and elevated work platforms.

From a Health & Safety perspective the City of Ballarat requires all employees to adhere to the following:

- Report hazards, incidents, injuries, and unsafe practices as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in monthly team meetings.
- Comply with the City of Ballarat safety system.
- Participate constructively in all forums set up to investigate, improve or communicate safety.

SELECTION CRITERIA

- Demonstrated ability to plan, organise and coordinate multiple projects or operational activities, including prioritising work, allocating resources and meeting agreed deadlines.
- Demonstrated ability provide effective leadership and supervision of a small team, including coordinating workloads, providing guidance and on-the-job training, monitoring work performance and fostering a positive and collaborative work environment.
- Strong interpersonal and communication skills, including the ability to work collaboratively, establish positive working relationships and resolve workplace challenges constructively.
- Demonstrated initiative, sound judgement and problem-solving skills, including the ability to work independently, anticipate requirements and adapt to changing priorities.
- Demonstrated knowledge and practical experience in the safe handling and installation of artworks in a gallery, museum or similar environment, supported by relevant qualifications or equivalent industry experience.
- Demonstrated ability to use computer applications and administrative systems to maintain schedules, records and communications and support operational activities.
- Ability to meet the physical requirements of the position, safely operate relevant equipment and comply with occupational health and safety requirements. A current driver's licence is essential. Relevant high-risk work licences are desirable.
- Demonstrated capacity to work flexibly across a three-day-per-week arrangement, with working days and hours determined according to operational requirements.

City of Ballarat Core Values



The City of Ballarat is committed to being a child safe organisation and has zero tolerance for child abuse and harm. We are committed to providing an environment and culture that promotes the safety, health and well-being of children and young people and which provides a voice to all children, including those from an Aboriginal and Torres Strait Islander background, with disabilities and from culturally, religiously and linguistically diverse backgrounds. We have policies, procedures and training in place that support our employees, volunteers and contractors to achieve these commitments and to ensure all children are listened to, their views respected, and their contribution recognised to ensure Council environments are safe.

ACKNOWLEDGEMENT

Please sign and date to acknowledge you have read and understood this position description.

Name:	Signature:	Date: